

Agenda Item Form

Agenda Date: 05/11/04

AR

Districts Affected: All

Dept. Head/Contact Information: Building and Planning Services, Pat Adauto, (915) 541-4745

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

The Building and Planning Services Dept. is responsible for the timely execution of all capital improvement projects. These include 2000 quality of life projects, the recently approved \$93 million of 2004 bond election projects and ongoing projects. Further, the Mayor has directed a formal review and development of a ten year CIP for the City of El Paso. Project execution of the approved projects is programmed within the next three years. The volume of work and level of work require extensive program management skills to implement the programs within the directed time frames.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Costs are those of the personal services contract.

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

2004 MAY 6 PM 4 07
CITY CLERK'S OFFICE

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ANTHONY R. TALAMO**, to assist the Building and Planning Services Department as a Capital Projects Manager at a biweekly rate of \$2,174.04 for 40 hours per week. The term of the contract shall be for the period of May 17, 2004 through May 16, 2005. Contract subject to the concurrence of the Civil Service Commission.

APPROVED this 11th day of May, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ANTHONY R. TALAMO**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Building and Planning Services Department, desires to employ the Employee as a Capital Projects Manager; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Building and Planning Services Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about May 17, 2004 and be completed by May 16, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of Two Thousand One Hundred Seventy Four and 04/100 Dollars (\$2,174.04). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and shall not be eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named

in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will

he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Building and Planning Services Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee

as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Building and Planning Services Department
Deputy CAO
2 Civic Center Plaza
El Paso, Texas 79901-1196

EMPLOYEE: Anthony R. Talamo

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 11th day of May, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Anthony R. Talamo
SSN:

(Signatures continued on Page 5)

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar

Patricia D. Adauto

Deputy City Attorney

Deputy CAO for Building & Planning Services

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 5/13/04

CAPITAL PROJECTS MANAGER
Scope of Services

Under general direction and reporting to the Deputy CAO for Building & Planning Services and the Capital Improvements Program Administrator, responsible for the project management process of the Capital Improvements Program.

Primary duties:

- Provide overall project management of approved capital improvements projects, including verifying that funding is available for project scope changes or bid cost estimates.
- Schedule multi-year releases of funds in accordance with capital projects priorities, including oversight of journalizing charges to and balancing of financial accounts.
- Maintain a citywide capital projects database of project and other related information, and monitor availability and expenditures of allocated revenues, grants and other funds.
- Review progress of work for adherence to funding and completion requirements, and report deviations for remedial administrative action.
- Prepare capital projects activity reports as requested, including the creation of a public website that reports status of approved capital projects.
- Coordinate with City departments as necessary to monitor capital projects progress in all phases of development, including scoping, design, bidding and construction.
- Supervise assigned personnel, including assigning duties, issuing written and oral instruction and checking work for exactness and conformance to fiscal practices of the City and other applicable rules and regulations.
- Attend meetings and make presentations to public officials and community groups to facilitate understanding of capital projects progress.

Ancillary duties:

- Assist in the development of a Program Plan that includes a schedule of projects based on:
 - an inventory of facilities that includes date of original construction, or latest major rehabilitation; condition; capacity; and an estimate of its value;
 - an assessment of needs, based on the condition of the facility that establishes bench mark data to permit the evaluation of condition or performance over time;
 - an assessment of need based on technical standards;
 - a schedule for replacement based on recommended technical standards;
 - procedures and major policies by which priorities for the program are determined; and
 - an analysis of need for new (or substantially expanded) facilities, including an alternatives analysis.

- Assist in the development of an Implementation Plan for approved capital projects that include sources of money to pay for the capital improvement and the value of the improvement (not simply the money appropriated to pay for the project).
- Assist in the development of a monitoring schedule for all cycles within the Capital Improvements Program, including design, bid and construction.
- Assist in property acquisition related to capital projects.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Anthony R. (Rick) Talamo

Objective

Project Manager – Building and Planning Services

USAF Career Officer

1971- 1992

USAF Pilot/Operations Officer

Over a twenty-one year career positions included: Aircraft Commander, Instructor Pilot, Supervisor of Flying, Command Center Duty Officer, Plans Officer, Airlift Control Element Operations Officer, Aircraft Maintenance Officer and Logistics Representative for Database System.

**Position Related
USAF Experience**

From May 1979 through April 1982 worked as an Operations Duty Officer at the 21st Air Force Operations Center at McGuire AFB. Supervised the monitoring of hundreds of missions worldwide and ensured that the movement of each mission was properly reported. Rescheduled aircraft to meet unplanned mission requirements.

From April 1982 through May 1985, assigned to the 21AF Plans Office. Responsibilities included the pre-planning and scheduling of large numbers of airlift aircraft to ensure operating hours were not violated and support personnel capabilities were not exceeded. As an Airlift Control Center Operations Officer scheduled aircraft missions to meet logistic needs and coordinated the work of 15-20 support personnel.

From May 1984 though April 1985, worked as an Aircraft Maintenance Officer. Directed maintenance work on the flight line that had approximately 20 aircraft on the ground and several hundred maintenance people per shift.

From April 1986 to September 1987 while assigned to the Airlift Control Element assumed the responsibility of Assistant Commander ensuring the proper planning of deployments to various airfields in the U.S., Europe and the Middle East. Scheduled the airlift of people and equipment to various locations worldwide and supervised those individuals while deployed. Supervised up to 70 people of various specialties and was responsible for managing all ground support activities as well as ensuring the safety and security of military people and equipment.

From September 1987 to September 1992 assigned to the Air Force Command and Control Systems procurement office. Served as functional representative to determine design of database. Working member of the source selection team that evaluated contractor proposals for the Air Force Command and Control program system. Reviewed design deliverable documentation for accuracy and provided written feedback to the contractor (GTE). Advised Air Force Major Commands on the program's capabilities and assisted their use of the procurement contractor. Assisted Major Commands in writing task order specifications for database assistance.

City of El Paso
Work Experience

March 1999 to August 2000 - Urban Planner in Department of Planning, Research and Development. Managed the processing of applications for detailed site plans, special permits and parking reductions. Presented cases to the Department Heads Coordinating Committee (DCC), the City Plan Commission (CPC) and to the City Council. Completed staff reports for all cases as needed. Managed the special contract files for the department as well as the site plan files dating back about 25 years. Set up a database of the detailed site development plans. Represented the department at community meetings.

August 2000 to October 2002 - Grants Planner in Department of Community and Human Development Implementation Division. Managed project budgets and schedules for approximately 25 construction projects. Ensured projects moved through acquisition, design and construction phases on schedule. Ensured that CD funds were expended in accordance with HUD mandate. Reviewed architectural and engineering plans for street and drainage and facility projects. Assisted in environmental review of the various projects within the department. Performed site visits to monitor contractor progress on projects. Validated payment requests and change orders submitted by contractors. Developed a database of projects to produce monitoring reports for the department. Drafted budget transfers and various types of resolutions for city council.

November 2003 to present - Administrative Analyst in Purchasing Department. Responsible for bid out and ensuring contractors comply with all contract requirements on all City construction projects. Supervise three Contract Compliance Specialists, two Accounting Technicians, one Clerk Typist III, two Clerk Typist IIs, and one VOE. Duties include standardization of procedures and contracts, scheduling work assignments, documenting day-to-day procedures and managing People Soft Projects software use and end-user training. Approve design and construction related purchase orders. Currently in the process of redesigning the PeopleSoft Projects Module to improve the system's project reporting capabilities.

Education

M. A. / Business Management, Central Michigan University December 1979

M.P.A. / Public Administration, University of Oklahoma December 1980

D.P.A. / Public Administration, University of Alabama, 1996